



Request for Proposals

Capital Facilities Program Services

October 28, 2015

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for services related to the **Capital Facilities Program Services**. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in performing work for the NDOR are strongly encouraged to review the NDOR's template [Standard Capital Facilities Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant agrees to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so. This will be a **State** contract that serves to support the NDOR for state funded services.

SCOPE OF SERVICES

Overview of the work

The Standard Work Categories for these capital facilities projects are as follows:

- 110 = Building Design and Inspection
- 111 = Electrical and Mechanical Design

Information regarding the [Standard Work Categories](#) is available on the NDOR's website.

1. Ogallala and Sidney East Bound and West Bound Rest Area Reconstruction
Located in 4 locations along Interstate 80 in Nebraska, projects will be phased over several years and be constructed in conjunction with the interstate reconstruction. Project work will include planning, phasing, preliminary design, construction document development and construction observation services to completely replace four Rest Areas, including sitework, building, mechanical and electrical systems, as well as site amenities.
2. Crofton New Equipment Storage and Office Building
Located on an existing Maintenance Yard in Crofton, Nebraska approximately 10-15 acres in size. Construction will include site preparation and development, perimeter fencing, site surfacing, equipment bays comprised of mechanic's bays, storage bays, and a wash bay. Also included are offices, crew room, restrooms, and a material storage building and a brine production building.
3. South Sioux City New Maintenance Facility
Located on unimproved land approximately 10 acres in size near South Sioux City. Construction will include site preparation and development, perimeter fencing, site surfacing, equipment bays comprised of a mechanic bay, storage bays, and a wash bay. Also included are offices, crew room, restrooms, and a miscellaneous storage building.
4. Valentine New Maintenance Facility
To be sited on land near Valentine, Nebraska approximately 10 acres in size. Construction will include site preparation and development, perimeter fencing, site surfacing, equipment bays comprised of mechanic's bays, storage bays, and a wash bay. Also included are offices, crew room, restrooms, and a material storage building.
5. Atkinson Building Addition
Located on an existing Maintenance Yard in Atkinson, Nebraska, construction will include site preparation and development, existing building addition including equipment storage bays and a wash bay.
6. Burwell New Mechanic's Shop, Equipment Storage, and Office Building
Located on an existing Maintenance Yard in Burwell, Nebraska approximately, construction will include site preparation and development, perimeter fencing, site surfacing. Also included are equipment bays comprised of mechanic's bays, storage bays, and a wash bay, offices, crew room, restrooms, and a material storage building and a brine production building.

Each project will consist of three phases:

Phase 1 – Programming:

Services to include planning and pre-design meetings, evaluation of existing site conditions, development of schematic design for facility, development of program statement and opinion of probable costs.

Phase 2 – Document Development:

Services to include site survey, soils investigation report, periodic design review meetings, final design documents of site plans, architectural and engineering plans, and complete specifications. Completion of construction documents for the NDOR to use for solicitation of bids and support during the bidding phase, including responding to inquiries during bid process.

Phase 3 – Construction Administration:

Services to include pre-construction, monthly progress meetings, substantial completion meeting and final review meeting; periodic observation of construction progress; review and processing of shop drawings and submittals; review and processing of Request for Information (RFI's), Architect Supplemental Instructions (ASI's), proposal requests and change order documents; review and certification of payment applications; submission of record documents and as-built plan set.

Additional information applying to each project is as follows:

- A notice to proceed for these projects is anticipated in January of 2016 with completion of Phase I activities by June 1, 2016.
- The agreement to be utilized for the capital facilities projects will be provided by the NDOR. The payment method will be based upon agreed billing rates (Specific Rates of Compensation) multiplied by actual hours expended. The agreed billing rates will be comparable with rates used on DAS – State Building Division projects.
- At the completion of the schematic design phase, the consultant will develop a program statement and cost estimates for the Legislature's approval. Phases 2 & 3 scope of work is dependent upon legislative approval of the project's program statement and available funding.
- All proposals for projects requiring preparation and submittal of construction plans must include computer capability. Electronic design documents must utilize Building Information Modeling (BIM) and be compatible with the State's CADD system and must follow the NDOR's drafting procedures, guidelines, and file naming convention.
- The consultant will provide plans for all necessary utility connections.
- The NDOR will advertise and conduct lettings for each project at a timeframe to be determined by the NDOR.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for each project. One consultant may be selected to perform services for multiple projects. Each consultant should identify, **in priority order**, which projects they are submitting for in their proposal. The payment method for the agreement is anticipated to be Specific Rates of Compensation (with maximum not-to-exceed).

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

A minimum of five (5) consultants will be short-listed for interviews. The evaluation criterion to be used for the short-listing and final selection is outlined below.

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the Drug-Free Workplace Policy is not a submittal requirement, all consultants must have an acceptable Drug-Free Workplace Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the Consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (40 pts)
 - a. Qualifications of the project manager, key team members, and subconsultants to perform the services described in the Scope of Services.
 - b. Consultant's knowledge of NDOR standards and procedures.
 - c. What is the Consultant's knowledge and experience of the design team with this type of project
 - d. Applicability and relevance of comparable work provided by the Consultant.
 - e. Computer capability of the firm; Use of BIM will be required.
2. Performance Data (40 pts)
 - a. Previous plan submittals to NDOR have been complete and met NDOR standards.
 - b. Consultant met project schedule on previous projects with NDOR
 - c. Consultant's cooperation with NDOR staff on previous projects

- d. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?
 - e. Performance evaluations by NDOR regarding previous work of the Consultant.
3. Understanding of the Projects (20 pts)
- a. Consultant demonstrated understanding of the key elements of the project
 - b. Consultant adequately address through the response to the RFP that they will allocate appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceive them.

Final Selection (100 pts)

1. Ability to Perform the Work (40 pts)
- a. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.
 - b. How much work does the consultant's proposed team currently have under contract? What is the scheduled completion date of this work?
 - c. How much non-NDOR work does the firm have going at this time?
2. Approach to the Services and Schedule (30 pts)
- a. Consultant has demonstrated understanding of the key elements of the scope, including potential issues/hurdles that may arise.
 - b. Does the consultant recognize and identify special circumstances of the projects?
 - c. Consultant has included a basic schedule of events to complete the work.
3. Quality of Interview (30 pts)
- a. Consultant's interview was clear and concise.
 - b. Consultant addressed all evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	Oct 28 – Nov 18	
Last Day Updates to RFP will be posted	November 11	5:00 pm
DR Form 497 on File at NDOR	November 18	5:00 pm
Drug-Free Workplace Policy at NDOR	November 18	5:00 pm
Proposals Due	November 18	5:00 pm
Post Short-List Consultants & Interview Schedule	November 24	5:00 pm
Interview	Nov 30 & Dec 1	8:00 am –12:00 pm
Post Final Selections	December 4	5:00 pm

SUBMITTAL OF PROPOSALS

All information must be received by 5:00 p.m. on Wednesday, November 18, 2015. No exceptions to this deadline will be given.

Submittals are to include the following in the order given below:

1. Front cover to include the Consultant, subconsultants (if applicable for each project of interest), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Project Submittal Form indicating all projects of interest to the Consultant. If the form is not filled out with respect to each project of interest to the consultant, the State will assume the consultant is not interested in that project.
4. Organizational Chart not to exceed one (1) page for each project of interest.
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#), not to exceed six (6) pages for the Consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each sub-consultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral or edge bound. No 3-ring binders.

Five (5) hard copies of the submittal must be sent to the following:

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic PDF version of the Consultant's proposal must be included with the hard copy submittal or it can be emailed to brad.reid@nebraska.gov prior to the submittal deadline.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members. The NDOR may provide the short-listed firms with prepared

questions or topics to be addressed during the interview.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committee will conduct interviews with the short-listed consultants on **Monday, November 30, 2015**, and **Tuesday December 1, 2015**, via telephone. Consultants will need to contact the Consultant Procurements Engineer to make any special arrangements.

Upon completion of all the interviews and Director approval, the selected consultant will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Friday, December 4, 2015**.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER